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DD/P 0-3114  
DD/S 60-2230  
ER 60-4670

9 June 1960

MEMORANDUM FOR: Acting Director of Central Intelligence

**SUBJECT** : Processing Agency Regulatory Material

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraphs 4 and 6.

2. The Support Procedures Committee, which I established some time ago, has completed a review of the Agency's system of processing regulatory material pertaining to Support and related activities. The Committee's conclusions are stated briefly as follows:

a. The excessive amount of time spent in processing regulations and the duplication of effort involved appears to be unjustified;

b. The rigidity of the present system works against the keeping of Agency regulatory material current;

c. Delays encountered in coordinating regulations are due rarely to any differences in substance but are usually the result of editorial differences or the amount of detailed and duplicate review given to each document; and

d. In turn, these delays often create additional administrative problems and headaches which promote inefficiency.

3. Under the present system the processing of regulatory material goes through the following steps:

a. The originating office submits a proposed issuance to this Office for preliminary review;

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- b. Approval is then given (if the proposed issuance appears to be justified) to the originating component to coordinate it with those Support elements which have a legitimate interest in the subject;
- c. The proposal is then sent to the printing plant where a sufficient number of copies is produced (normally 45);
- d. These copies are distributed to the Deputy Director (Plans), Deputy Director (Intelligence), and the Inspector General for their review and comment;
- e. These Offices, in turn, distribute copies to their subordinate offices for review and comment; and
- f. Comments received by these major components are then consolidated and forwarded to this Office where the draft is revised to incorporate the suggestions or rebuttals are made indicating why the comments are not acceptable.

This complicated process invariably leads to long delays and an accumulation of pending issuances which, when all added together, create a real hardship on personnel who must depend upon the Agency's regulatory system for proper guidance. For example, it is not uncommon for us to spend several weeks in effecting a minor change in our regulations which is brought about by a revision in the Standardized Government Travel or Allowance Regulations or Foreign Service Regulations. The point is also made that the present system does not permit prompt action to rectify the mistake if an error or omission is discovered after a regulation has been published.

4. The Committee proposes that we modify our present system to provide for greater flexibility. In making this suggestion the Committee recognizes that coordination is a very necessary and desirable thing, but believes that Agency-wide coordination of regulatory material should be limited to those issuances which establish or change Agency policy, levy new requirements or substantially affect the responsibilities and functions of Agency components. The Committee recommends that we discontinue the extensive coordination of those issuances which are clearly of a routine nature or occasioned by changes required by law, or by administrative action of other Federal departments or agencies. This would include technical handbooks and changes in issuances involving such subjects as travel and allowances, procurement and supply, personnel processes, etc.

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5. I concur in the Committee's recommendations and believe that we have reached a point of maturity in the Agency where the amount of coordination that once was desirable is no longer needed. I also believe that these changes will have a salutary effect upon the originating offices since they would naturally feel a greater sense of responsibility in insuring that the issuance was proper and correct in all respects.

6. It is recommended that you approve the proposal contained in paragraph 4 above and also delegate to the Deputy Director (Support) the authority to determine the extent to which a given regulatory issuance would be coordinated.

/s/  
L. K. White  
Deputy Director  
(Support)

CONCURRENCES:

STATINTL

/s/ [REDACTED]	14 June 1960
Acting Deputy Director (Plans)	Date
AMEN /s/ Robert Amory, Jr.	16 June 1960
Deputy Director (Intelligence)	Date
/s/ Lyman Kirkpatrick	22 June 1960
Inspector General	

The recommendations contained in paragraphs 4 and 6 are approved.

/s/ C. P. Cabell	25 June 1960
Acting Director of Central Intelligence	Date
Distribution:	
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Added: (15 July 1960)	
1 ea - DD/P Chiefs of Support (14)	
1 ea - DD/S Office Heads and Staff Chiefs (12)	